Digital Tools for Designing

Fall 2021

Instructor:	Robert Currie
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	6:00 PM –9:00 PM, Wednesdays
	N320F
	3 Credits
Class web site:	http://nscad.geneva9.com/

Course Description:

This foundation course focuses on developing an introductory understanding of the knowledge and skill a designer must have to effectively communicate with digital tools. The course focuses on demonstration, practice and application of digital software. For example, introduction to imaging basics and composite images are explored through Photoshop; vector drawing in Illustrator, page layout fundamentals through InDesign, and a 3D modelling program. Other core concepts of digital images are covered, such as colour, font, file formats (file size/dimension, DPI, image type files and when to use JPEG, PNG or GIF etc) and designing with code (using a language such as Processing). Skills acquired in this course are fundamental to further develop creative and professional practice.

Learning Outcomes*:

Upon successful completion of this course the student will demonstrate the ability to:

1. apply knowledge of the role of digital tools in designing/creative practice

2. understand digital capabilities that may be required in designing/creative practice

3. apply basic skill in core concepts related to digital skills for designing/creative practice

* Please note that each Learning Outcome must be successfully achieved before a final grade for the course is assigned

Interdisciplinary Design:

Interdisciplinary design involves working across traditional boundaries of media and disciplines, and requires a set of tools that can address a broad set of problems. This class emphasizes a core set of software tools that are commonly used across a range of design disciplines, and provides exposure to selected tools used in more specialized or emerging disciplines.

In addition to creative tools, students will be introduced to working with design briefs, technical requirements, constraints and research, as well as communication and presentation tools widely used in the design world.

Student Workload:

Total student workload for a 3 credit course is estimated to be 9 hours/week, including scheduled class time.

Course Format:

This will be conducted in person. This course serves as an introduction to Digital Tools for Designing. Students will be expected to attend weekly classes, participate in class exercises and discussions. All course projects need to be completed in full by the set due dates.

Course Requirements, Resources, Materials:

Course requirements:

While it is not 100% necessary to have your own computer for this class, all work will require access a computer running specific software, mainly the Adobe CC suite.

Unless you plan on using the NSCAD campus lab computers for all assignments, the most important thing you will need for this class is a computer that can install and run the Adobe Creative Suite programs. This can be a Mac or a Windows PC, but please note that for higher level classes (at the 2000 level and above) in design, a reasonably powerful Mac laptop is strongly encouraged. See the HSELS policy attached to this outline.

Students who use their own computers will need to pay for and install the education version of the Adobe CC suite for the duration of the class. Detail on how to do this will be sent as part of the class introduction process.

You can find the minimum requirements for Macs and PCs here: https://helpx.adobe.com/ca/illustrator/system-

requirements.html

If you have a computer already and it meets the minimum requirements, you can use that existing computer for this class.

NSCAD Attendance Policy:

Class attendance at NSCAD is expected. Absences could result in lowered or failing grades. Absences may require the student to 'make up' the content missed before being allowed entrance to future classes (e.g. safety knowledge for shop, studio). Any absences must be addressed with the course instructor who may request supporting documentation. Please refer to 'Attendance Policy' found on Page 14 of NSCAD Academic Calendar and NSCAD web page. Instructors may adapt a more specific attendance policy that could influence the final grade for this course. Please see the supplementary COVID attendence policy at the end of this document.

NSCAD University Occupational Health and Safety Policy:

At NSCAD safety is a priority. All students are required to obtain and maintain up-to-date safety (WHMIS) certification. An on-line Brightspace certification process is available to all NSCAD students.

Please note that your NSCAD ID card needs an up-to-date Health and Safety (WHMIS) sticker to access shops and studios, and for Security to permit you access to the university campus sites after hours. WHMIS training is provided online through students' Brightspace account.

Evaluation Criteria:

Completion of all assignments is mandatory. Evaluation will be based on a number of assignments, quizzes, and a research/essay assignment. Participation in online labs will also account for a portion of the grade. The majority of assignments and projects will be completed outside of normal lab instruction hours. Dates and details will be provided in the course outline   and as the course progresses. All work must be submitted in English.

Grade Weights

Assignments:............60%	In-class practical quiz...10%
Quizzes:................10%	Class participation: 10%
Writing assignment: 10%	

Grading System:

Letter Grade	Numerical Equivalent	Grade Point Score	Descriptive Term
A+	95 and above	4.3	Excellent
A	90-94	4.0	Excellent
A-	85-89	3.7	Very Good
B+	80-84	3.3	Very Good
B	73-79	3.0	Good
B-	67-72	2.7	Good
C+	63-66	2.3	Satisfactory
C	59-62	2.0	Satisfactory
C-	55-58	1.7	Satisfactory
D	50-54	1.0	Marginal
F(Fail)	49 and below		

Academic Integrity:

A climate and culture of academic integrity is an expectation of everyone. Students at NSCAD are required to comply with standard academic practices in acknowledging sources in all work presented for academic credit. Please refer to the NSCAD Academic Calendar for the full description and regulations on 'Academic Integrity and Plagiarism'.

Writing Centre:

The NSCAD Writing Centre offers professional tutoring for any kind of written assignment, at any level of study, at any stage of the work. Please see the Writing Centre web page for more information and booking online at https://navigator.nscad.ca/wordpress/home/studentresources/the-writing-centre/

Accessibility Policy:

Accommodations can be arranged for disability-related needs by consulting Bill Travis, Disability Resource Facilitator, in the Office of Student Experience (902-494-8313) within the first two weeks of class. Please refer to the NSCAD Academic Calendar for full details in 'Accommodations for Students Experiencing Disabilities', or visit the NSCAD Wellness Centre at: https://wellness.nscad.ca.

Spiritual/ Religious Observance:

Requests for accommodations for spiritual or religious observances must be presented in writing to the instructor within the first two weeks of class.

Copyright notice:

All materials used in this course and distributed within the Brightspace Course Management System are subject to the Canadian Copyright Act and NSCAD's Use of Copyright Materials Policy. https://tinyurl.com/y8h3lk8j

Copyrighted materials include, but are not limited to, the following: recorded lectures, notes, books, poems, essays, articles, audio and video recordings, works of art and images. These materials are to be used only for private study, and research. Creating copies or redistributing these course materials without the permission of the copyright owner may be an infringement of copyright law.

Fair Dealing usage guidelines as outlined in NSCAD's Copyright guide are here: https://guides.nscad.ca/copyright-pages/fairdealing

Please see NSCAD's Copyright Guide for guidelines and contact information

https://guides.nscad.ca/copyrightpages/home

Design Students' Personal Hardware, Software, English Language Settings (HSELS) Requirements:

If you are considering buying a new computer you may want to review the document attached to this outline, which sets out the requirements for a computer for design courses at the **2000 level and above**. It does not apply to this 1000 level class.

Design Students' Personal Hardware, Software, English Language Settings (HSELS) Requirements:

Required computer hardware
Apple computers are the predominant choice for the design profession, and that's why the Division of Design instructs using Apple technology. Students are required to purchase a laptop (a MacBook Pro is strongly recommended) and specified software prior to commencing the program.

All current Apple MacBook Pros can run the required software for the Design program. Students should consider buying an Apple laptop with the fastest available processing speed, along with any RAM upgrade that the student can afford to buy. 16GB of RAM (or more), and at least 512GB of flash storage are recommended for new laptop purchases. In the long run, the initial expense for greater RAM and storage will be offset by improved software performance and lifespan.

If the student already owns or vastly prefers a Windows-platform laptop that is powerful enough to serve, the Division of Design has no objection to using it. However, the bulk of faculty and technician experience is Mac-based; issues with a Windows machine will not be resolved by NSCAD. The student will be responsible for managing any cross-platform issues that arise. Furthermore, a student's inability to complete specified course work due to working on a Windows-platform laptop will not be an acceptable excuse for failing to meet a course's requirements; this situation could cause a student to receive a below average grade, if not fail a course.

Where to purchase:
Canadian-based students can configure and purchase an Apple laptop online, via Apple's Online Higher Education Store at https://www.apple.com/ca_edu_93120/store. Students outside of Canada can select their country-specific online store at https://www.apple.com/choose-country-region/.

Students can also visit an Apple retail store, if preferred. If shopping in person make sure to mention that it is an educational purchase (be sure to have proof of enrollment or student ID).

If a student is purchasing elsewhere, prices should be compared with Apple; generally, Apple's educational pricing offers the best value.

Please note–Extended warranty coverage:
Students are strongly encouraged to purchase the AppleCare Protection Plan, rather than other service plans offered by certain retailers. More information is available here: https://www.apple.com/ca/support/products/mac/

Required Adobe software
Adobe Creative Cloud Annual Subscription (Student & Teacher Pricing; credit card required): The Adobe software can be subscribed to on an annual or monthly basis. To purchase by phone, call 1-800-585-0774.

Students will install at a minimum: Adobe InDesign, Adobe Illustrator, Adobe Photoshop, and Adobe Acrobat Pro. Other applications may be needed for future courses but those four are the core applications in the degree program. While there are many other graphic design software packages available, knowledge of the Adobe suite is currently a requirement for the design profession.

Apple computers come standard with their office software suite: Pages, Keynote, and Numbers. These programs open and edit equivalent Microsoft Office files.

NSCAD software licenses (applicable to only Fall 2021 Term):
Adobe licenses are available for all NSCAD students.

Required and recommended hardware and internet service plan:
Hardware accessories. Students are encouraged to buy a mouse to go with their laptop; many students find working solely with the trackpad challenging. If the student works with a 3D modeling software, such as Autodesk Rhino, a mouse will be necessary. Drawing Tablets ($99.95 and up) are useful tools but not required. Some packages include a tablet, mouse, and stylus.

External monitor for laptop users. Many students with laptops report frustration when working in design applications with dense or cluttered UIs (user interfaces: floating panels, tools, etc.). The Division of Design recommends that laptop users consider purchasing an external monitor compatible with the capabilities of their computer. A minimum recommendation would be an inexpensive flat panel display with a native resolution of at minimum 1920 pixels by 1080 pixels (HD). These displays typically measure 21.5–27 inches diagonally, with prices starting around CAD$120.

Data backup. It is critical that all students have a reliable backup strategy. Data backup is part of workflows in all professional design practices, for this reason a data management routine needs to be part of a student's plan for completing and keeping all course work. The following backup strategies afford quick data recovery, particularly at the greatest moment of need:

Cloud-based storage, such as DropBox, OneDrive, or Google's Backup and Sync ensures that work/data is safe and always accessible, for example, if a student's hardware is damaged beyond repair, or lost due to theft they can resume working with new equipment in minimal time.

Another strategy is an external, directly connected hard drive. Apple users should set their external drive to automatically backup using Apple's free Time Machine utility. See https://support.apple.com/en-ca/HT201250 for setup steps.

Windows 10 users should consider Microsoft's free Backup and Restore utility. See https://support.microsoft.com/en-us/windows/backup-and-restore-in-windows-10-352091d2-bb9d-3ea3-ed18-52ef2b88cbef

Please note that some professors may not grant a project extension if an assignment is lost due to the absence of an active backup process.

Minimum recommendations for internet access speed. Successful online participation with fellow students, faculty, and remote tools and resources can be frustrating if a student's internet access speeds are low. It is recommended that an internet service plan with a minimum download speed of 20 megabits per second (Mbps), and a minimum upload speed of 8-10 Mbps. There are free internet speed test websites that will measure your download and upload speeds, such as speedtest. net and fast.com. NSCAD recognizes that internet access speed might be beyond student control, due to geographical considerations, budget, limited service provider offerings, etc.

Required: English language operating system and software (international students):
All students are required to have an English language operating system on their laptop with all software operating in the English language.

If a student is using an existing computer and software that both meet the requirements listed in this document but it does not operate with the English-language setting, they will need to visit a computer service/repair shop to have it properly initialized in the operating system and software. If the student is residing in Halifax, this must be done locally, see the following list of service providers:

-    Halifax Computer Repair Shops, Assessment fee: $45 — $95 (base charge):
- Century Computer 902-423-2500
- Brilliance Computers 902-453-0050
- Halifax Computer Repair 902-444-2615

NSCAD University does not service or repair computer hardware or software.

NSCAD financial support/Student bursaries:
NSCAD is committed to eliminating barriers to acquiring these required hardware and software course tools based on financial hardship. The Office of Student Experience may be able to provide a bursary to students in need. Please contact the Manager of Financial Aid ose@nscad.ca for more information.

Covid-19 Syllabus Addendum: Fall 2021
NSCAD University is planning for a safe return to campus this Fall 2021, and has implemented health and safety protocols for students, faculty and staff. These protocols are based on advice provided by Nova Scotia Health regarding COVID-19, the Nova Scotia Department of Labour and Advanced Education, as well as on best practices as discussed by CONSUP and other Atlantic university consortia.

As members of the NSCAD community, it is our collective responsibility to familiarise ourselves with NSCAD's *Safe Return to Campus Policy* and to abide by the protocols and regulations contained therein. These protocols apply to anyone visiting the Fountain, Port and Academy campuses, NSCAD grounds or attending a NSCAD-sponsored activity.

Attendance Policy
Your attendance and participation are essential to your successful learning process. However, no one should attend in person classes if they are experiencing symptoms consistent with COVID-19; if they have been in any sites where COVID-19 cases have been detected/identified; if they have been diagnosed with COVID-19; or if they are feeling unwell. Each instructor will provide information on the attendance policy specific to this course. In case of illness or COVID-related symptoms, please contact your instructor <u>immediately</u> by email to discuss options for completing your course work.

Students will not be penalised for having to self-quarantine if required to do so. Course materials and assignments will be made available to you by your instructor.

Need support or help?
NSCAD is aware of the challenges posed by COVID-19 and is concerned about students' health and well-being. Below, some resources to help you have a successful and productive academic term.

COVID-19 Information and Updates

Wellness Resources

Counselling and Psychological Services

Writing Centre

Financial Aid

SUNSCAD Food Bank

The Learning Commons